Project Progress Report

Project Name:	Grants, Contracts, and Loans Management System

Reporting Period:	From:	October 1, 2007	To:	October 31, 2007

Audience: Sadie Rodriquez-Hawkins, Jan Marie Ferrell, Polly Zehm, Allen Schmidt, DIS, and ISB

Schedule Status: **[X] GREEN**   **[ ] YELLOW**   **[ ] RED**
(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: **[X] GREEN**   **[ ] YELLOW**   **[ ] RED**
(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: **[X] GREEN**   **[ ] YELLOW**   **[ ] RED**
(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Achievements

- Completed RFP proposal evaluations and company and key staff reference checks.
- Conducted two site visits. One visit for each proposed solution.
- Schedule Vendor demonstrations (November 5 & 6 and November 7 & 8)
- Finalized the Risk, Issue, and Change Management Plans, and Communication Plan.
- Issued External QA Statement of Work

Objectives for the next reporting period

- Two-two day vendor product demonstrations
- Draft vendor recommendation for the proposed solution to the Executive Steering Committee.
- Interview potential QA consultants
- Announce an Apparently Successful Vendor for the proposed solution and External QA.
- Debrief unsuccessful bidders.
- Begin contract negations for the proposed solution.
- Finalize High Level Test Plan.

Schedule

Major Milestones and Deliverables for October

▪ RFP Evaluations	10/12
▪ Compile and Document Evaluation	10/16
▪ **Announcement of the Finalists**	**10/19**
▪ Schedule Vendor demonstrations and Oral Interviews	10/23
▪ Company and key staff reference checks	10/26

Planned Major Milestones and Deliverables

▪ Vendor product demonstrations	11/5-8
▪ Executive Sponsor meeting (vendor recommendation)	11/15
▪ **Announce Apparently Successful Vendor**	**11/16**
▪ **Earliest contract effective date**	**12/6**
▪ **Common Opportunity Inventory Blueprinting**	**12/15**
▪ **Project Management Plan Approved**	**1/18**
▪ **Install Base System**	**1/21**
▪ **Re-baseline – Revise Scope, Budget Check, ~45 days**	**2/11**
▪ Pilot	
o Select Pilot Programs	1/18
o Fit/Gap Analysis	6/2
▪ Configuration requirements and design	4/18
o **Pilot configuration requirements and design**	**6/14**
o Pilot Implementation	
▪ Pilot Acceptance Test Plan	9/12
▪ Configure Pilot	9/12
▪ User Acceptance Testing	10/23
▪ **Re-baseline – Go/No-Go**	**11/14**
▪ **ECY – CTED first program implementation**	**12/15**
▪ Rollout to remaining programs	7/27
▪ Post implementation review	8/10

Budget

Decision Package:	5,463,810
IT Project Pool:	4,073,812
Variance:	**1,389,998**

Project-to-date (7/07 to 10/07)

Salaries/Benefits:	122,788
Goods & Services:	55,529
Total Expense:	**178,317**
Project Balance:	**3,895,495**

Issues

None

Risks

Newly discovered or re-arisen, including Risk Severity Indicator

A potential issue/risk is that none of the references checked have implemented their system to the extent this project is requiring or the systems implemented were older versions. **Mitigation:** perform site visits, document gaps, and ask specific questions at the vendor demonstrations.